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Department of
Agriculture

Rural
Development

May 2005



Rural Cooperative Development Grant Program

2005 Grant Application Guide



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Section 1: The Rural Cooperative Development Grant Program

1.1 Introduction

The primary objective of this grant program is to improve the economic condition of rural areas through cooperative development by Centers. Grants are used to facilitate the creation or retention of jobs in rural areas through the development of new rural cooperatives, value-added processing, and other rural businesses.

In this guide, you will find information to help you:

- Assess your eligibility for the RCDG program
- Understand how and when to apply
- Create a successful application

1.2 Authorization

Section 310B(e) of the Consolidated Farm and Rural Development Act (7 U.S.C. 1932(e)) authorizes the RCDG program. The Code of Federal Regulations (CFR) sets forth the RCDG regulation at 7 CFR part 4284, subparts A and F. Please read the regulation in conjunction with these guidelines. Should any differences result in the interpretation of these guidelines and 7 CFR part 4284, the regulation will take precedence over information contained in this guide.

The RCDG program is administered by the Rural Business-Cooperative Service (RBS) with assistance from Rural Development (RD) field office staff. RBS annually publishes a Notice of Solicitation of Applications (NOSA) in the *Federal Register* requesting applications for the current funding cycle. The NOSA contains the application requirements as well as other program information. You should use both the program regulation (7 CFR 4284) and the NOSA in conjunction with this Guide when assembling your application.

1.3 Available Funding for FY 2005

For Fiscal Year 2005, approximately \$6 million is available for the grant program.

1.4 RCDG Program Contacts

We encourage you to contact the Rural Development State Office for your state (listed below) early in the application process with any questions or ideas concerning your application. The staff will provide advice on draft applications before the application deadline or answer your questions about the application process and program requirements. Please only contact the national office staff if you are unable to reach the representative from your state.

National Office

Gail Thuner or Amy Cavanuagh
(202) 720-7558
cpgrants@usda.gov

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Alabama Sterling Center, Suite 601 4121 Carmichael Road Montgomery, AL 36106-3683 Voice: (334) 279-3400 Fax: (334) 279-3484 TTY: (334) 279-3495 World Wide Web: www.rurdev.usda.gov/al	Nebraska Federal Building, Room 152 100 Centennial Mall North Lincoln, NE 68508 Voice: (402) 437-5551 Fax: (402) 437-5408 TTY: (402) 437-5093 World Wide Web: www.rurdev.usda.gov/ne
Alaska 800 West Evergreen, Suite 201 Palmer, AK 99645 Voice: (907) 761-7705 Fax: (907) 761-7783 TTY: (907) 745-6494 World Wide Web: www.rurdev.usda.gov/ak	Nevada 1390 South Curry Street Carson City, NV 89703-5146 Voice: (775) 887-1222 Fax: (775) 885-0841 TTY: (775) 885-0633 World Wide Web: www.rurdev.usda.gov/nv
Arizona 230 North First Avenue, Suite 206 Phoenix, AZ 85003-1706 Voice: (602) 280-8701 Fax: (602) 280-8770 TTY: (602) 280-8705 World Wide Web: www.rurdev.usda.gov/az	New Jersey 5th Floor North 8000 Midlantic Drive Mt. Laurel, NJ 08054 Voice: (856) 787-7700 Fax: (856) 787-7783 TTY: (856) 787-7784 World Wide Web: www.rurdev.usda.gov/nj
Arkansas Federal Building 700 West Capitol Avenue, Room 3416 Little Rock, AR 72201-3225 Voice: (501) 301-3200 Fax: (501) 301-3278 TTY: (501) 301-3279 World Wide Web: www.rurdev.usda.gov/ar	New Mexico 6200 Jefferson Street, Room 255 Albuquerque, NM 87109 Voice: (505) 761-4950 Fax: (505) 761-4976 TTY: (505) 761-4938 World Wide Web: www.rurdev.usda.gov/nm
California 430 G Street, # 4169 Davis, CA 95616-4169 Voice: (530) 792-5800 Fax: (530) 792-5837 TTY: (530) 792-5848 World Wide Web: www.rurdev.usda.gov/ca	New York The Galleries of Syracuse 441 South Salina Street Syracuse, NY 13202 Voice: (315) 477-6400 Fax: (315) 477-6438 TTY: (315) 477-6448 World Wide Web: www.rurdev.usda.gov/ny

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Colorado 655 Parfet Street, Room E-100 Lakewood, CO 80215 Voice: (720) 544-2915 Fax: (720) 544-2981 Colorado Relay: (800) 659-3656 World Wide Web: www.rurdev.usda.gov/co	North Carolina 4405 Bland Road, Suite 260 Raleigh, NC 27609 Voice: (919) 873-2000 Fax: (919) 873-2075 TTY: (919) 873-2003 World Wide Web: www.rurdev.usda.gov/nc
Delaware • Maryland 1221 College Park Drive, Suite 200 Dover, DE 19904 Voice: (302) 857-3580 FAX: (302) 857-3640 TTY: (302) 857-3585 World Wide Web: www.rurdev.usda.gov/de World Wide Web: www.rurdev.usda.gov/md	North Dakota Federal Building, Room 208 Post Office Box 1737 220 East Rosser Bismarck, ND 58502-1737 Voice: (701) 530-2037 Fax: (701) 530-2111 TTY: (701) 530-2113 World Wide Web: www.rurdev.usda.gov/nd
Florida • Virgin Islands Post Office Box 147010 4440 NW 25th Place Gainesville, FL 32614-7010 Voice: (352) 338-3402 Fax: (352) 338-3405 TTY: (352) 338-3499 World Wide Web: www.rurdev.usda.gov/fl	Ohio Federal Building, Room 507 200 North High Street Columbus, OH 43215-2477 Voice: (614) 255-2500, Ext. 4 Fax: (614) 255-2559 TTY: (614) 255-2554 World Wide Web: www.rurdev.usda.gov/oh
Georgia Stephens Federal Building 355 E. Hancock Avenue Athens, GA 30601-2768 Voice: (706) 546-2162 Fax: (706) 546-2152 TTY: (706) 546-2034 World Wide Web: www.rurdev.usda.gov/ga	Oklahoma 100 USDA, Suite 108 Stillwater, OK 74074-2654 Voice: (405) 742-1000 Fax: (405) 742-1005 TTY: (405) 742-1007 World Wide Web: www.rurdev.usda.gov/ok
Hawaii Federal Building, Room 311 154 Waianuenue Avenue Hilo, HI 96720 Voice: (808) 933-8302 Fax: (808) 933-8327 TTY: (808) 933-6902 World Wide Web: www.rurdev.usda.gov/hi	Oregon 1201 Northeast Lloyd Boulevard, Suite 801 Portland, OR 97232 Voice: 1 (866) 923-5626 (toll free) or (503) 414-3300 Fax: (503) 414-3392 TTY: (503) 414-3387 World Wide Web: www.rurdev.usda.gov/or

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Idaho 9713 West Barnes Drive, Suite A1 Boise, ID 83709 Voice: 1 (800) 632-5991 (toll free) or (208) 378-5600 Fax: (208) 378-5643 TTY: (208) 378-5644 World Wide Web: www.rurdev.usda.gov/id	Pennsylvania 1 Credit Union Place, Suite 330 Harrisburg, PA 17110-2996 Voice: (717) 237-2184 Fax: (717) 237-2191 TTY: (717) 237-2261 World Wide Web: www.rurdev.usda.gov/pa
Illinois 2118 West Park Court, Suite A Champaign, IL 61821 Voice: (217) 403-6200 Fax: (217) 403-6243 TTY: (217) 403-6240 World Wide Web: www.rurdev.usda.gov/il	Puerto Rico IBM Building - Suite 601 654 Munos Rivera Avenue Hato Rey, PR 00918-6106 Voice: (787) 766-5095 Fax: (787) 766-5844 TTY: (800) 274-1572 World Wide Web: www.rurdev.usda.gov/pr
Indiana 5975 Lakeside Boulevard Indianapolis, IN 46278 Voice: (317) 290-3100 Fax: (317) 290-3127 TTY: (317) 290-3343 World Wide Web: www.rurdev.usda.gov	South Carolina Strom Thurmond Federal Building 1835 Assembly Street, Room 1007 Columbia, SC 29201 Voice: (803) 765-5163 Fax: (803) 765-5633 TTY: (803) 765-5697 World Wide Web: www.rurdev.usda.gov/sc
Iowa Federal Building, Room 873 210 Walnut Street Des Moines, IA 50309 Voice: (515) 284-4663 Fax: (515) 284-4859 TTY: (515) 284-4858 World Wide Web: www.rurdev.usda.gov/ia	South Dakota Federal Building, Room 210 200 Fourth Street, SW Huron, SD 57350 Voice: 1 (800) 582-7584, Ext. 4 (toll free) or (605) 352-1100 Fax: (605) 352-1146 TTY: (605) 352-1147 World Wide Web: www.rurdev.usda.gov/sd
Kansas 1303 SW First American Place, Suite 100 Topeka, KS 66604-4040 Voice: (785) 271-2700 Fax: (785) 271-2708 TTY: (785) 271-2767 World Wide Web: www.rurdev.usda.gov/ks	Tennessee 3322 West End Avenue, Suite 300 Nashville, TN 37203-1071 Voice: (615) 783-1300 Fax: (615) 783-1301 TTY: (615) 783-1397 World Wide Web: www.rurdev.usda.gov/tn

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Kentucky 771 Corporate Drive, Suite 200 Lexington, KY 40503 Voice: (859) 224-7300 Fax: (859) 224-7425 TTY: (859) 224-7422 World Wide Web: www.rurdev.usda.gov/ky	Texas Federal Building, Suite 102 101 South Main Temple, TX 76501 Voice: (254) 742-9700 Fax: (254) 742-9709 TTY: (254) 742-9712 World Wide Web: www.rurdev.usda.gov/tx
Louisiana 3727 Government Street Alexandria, LA 71302 Voice: (318) 473-7921 Fax: (318) 473-7829 TTY: (318) 473-7655 World Wide Web: www.rurdev.usda.gov/la	Utah Wallace F. Bennett Federal Building 125 South State Street, Room 4311 Salt Lake City, UT 84138 Voice: (801) 524-4324 Fax: (801) 524-4306 TTY: (801) 524-3309 World Wide Web: www.rurdev.usda.gov/ut
Maine Post Office Box 405 967 Illinois Avenue, Suite 4 Bangor, ME 04402-0405 Voice: (207) 990-9160 Fax: (207) 990-9165 TTY: (207) 942-7331 World Wide Web: www.rurdev.usda.gov/me	Vermont • New Hampshire City Center, 3rd Floor 89 Main Street Montpelier, VT 05602 Voice: (802) 828-6080 Fax: (802) 828-6018 TTY: (802) 223-6365 World Wide Web: www.rurdev.usda.gov/vt
Massachusetts • Rhode Island • Connecticut 451 West Street Amherst, MA 01002 Voice: 1 (800) 352-8015 (toll free) or (413) 253-4300 Fax: (413) 253-4347 TTY: (413) 253-4590 World Wide Web: www.rurdev.usda.gov/ma	Virginia Culpeper Building, Suite 238 1606 Santa Rosa Road Richmond, VA 23229 Voice: (804) 287-1552 Fax: (804) 287-1721 TTY: (804) 287-1753 World Wide Web: www.rurdev.usda.gov/va
Michigan 3001 Coolidge Road, Suite 200 East Lansing, MI 48823 Voice: (517) 324-5188 Fax: (517) 324-5225 TTY: (517) 337-6795 World Wide Web: www.rurdev.usda.gov/mi	Washington 1835 Blacklake Boulevard SW, Suite B Olympia, WA 98512-5715 Voice: (360) 704-7715 Fax: (360) 704-7742 TTY: (360) 704-7760 World Wide Web: www.rurdev.usda.gov/wa

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Minnesota 410 AgriBank Building 375 Jackson Street St. Paul, MN 55101 Voice: (651) 602-7800 Fax: (651) 602-7824 TTY: (651) 602-3799 World Wide Web: www.rurdev.usda.gov/mn	West Virginia 75 High Street, Suite 320 Morgantown, WV 26505 Voice: 1 (800) 295-8228 (toll free) or (304) 284-4860 Fax: (304) 284-4893 TTY: (304) 284-4836 World Wide Web: www.rurdev.usda.gov/wv
Mississippi Federal Building, Suite 831 100 West Capitol Street Jackson, MS 39269 Voice: (601) 965-4316 Fax: (601) 965-4088 TTY: (601) 965-5850 World Wide Web: www.rurdev.usda.gov/ms	Wisconsin 4949 Kirschling Court Stevens Point, WI 54481 Voice: (715) 345-7600 Fax: (715) 345-7669 TTY: (715) 345-7614 World Wide Web: www.rurdev.usda.gov/wi
Missouri 601 Business Loop 70 West Parkade Center, Suite 235 Columbia, MO 65203 Voice: (573) 876-0976 Fax: (573) 876-0977 TTY: (573) 876-9480 World Wide Web: www.rurdev.usda.gov/mo	Wyoming Post Office Box 110050 100 East B Federal Building, Room 1005 Casper, WY 82602-5006 Voice: (307) 233-6700 Fax: (307) 233-6727 TTY: (307) 233-6733 World Wide Web: www.rurdev.usda.gov/wy
Montana Unit 1, Suite B 900 Technology Boulevard Bozeman, MT 59718 Voice: (406) 585-2580 Fax: (406) 585-2565 TTY: (406) 585-2562 World Wide Web: www.rurdev.usda.gov/mt	

1.5 VAPG Resources on the Web

Visit our website at <http://www.rurdev.usda.gov/rbs/coops/rcdg/rcdg.htm>.

Section 2: General Considerations for an RCDG

2.1 Eligible Entities

An entity is eligible to receive an RCDG if it is a non-profit corporation or an institution of higher education. Public bodies are not eligible to receive grants.

2.2 Eligible Grant Purposes

Grant funds and matching funds may be used for, but are not limited to, providing the following to individuals, cooperatives, small businesses and other similar entities in rural areas served by the Center:

1. Applied research, feasibility, environmental and other studies that may be useful for the purpose of cooperative development.
2. Collection, interpretation and dissemination of principles, facts, technical knowledge, or other information for the purpose of cooperative development.
3. Providing training and instruction for the purpose of cooperative development.
4. Providing loans and grants for the purpose of cooperative development in accordance with the annual Notice of Solicitation of Applications and applicable regulations.
5. Providing technical assistance, research services and advisory services for the purpose of cooperative development.

2.3 Grant Period Eligibility

Applications should have a timeframe of no more than 365 days with the time period beginning no later than January 1, 2006.

2.4 Other Eligibility

- Applications without sufficient information to determine eligibility will not be considered for funding.
- Applications that are non-responsive to the submission requirements detailed in Section IV of the NOSA will not be considered for funding.
- Applications that are missing any required elements (in whole or in part) will not be considered for funding.
- Applications that do not propose the development or continuation of the cooperative development concept will not be considered.
- Applications that focus on assistance to only one cooperative within the project area will not be considered.
- Applications proposing to pay for operating costs of cooperatives will not be considered.

2.7 Ineligible Grant Purposes

Grant funds shall not be used to pay for any of the following activities.

- a. Duplicate current services or replace or substitute support previously provided. If the current service is inadequate, however, grant funds may be used to expand the level of effort or services beyond that which is currently being provided;
- b. Pay costs of preparing the application package for funding under this program;
- c. Pay costs of the project incurred prior to the date of grant approval;
- d. Fund political activities;
- e. Pay for assistance to any private business enterprise that does not have at least 51 percent ownership by those who are either citizens of the United States or reside in the United States after being legally admitted for permanent residence;
- f. Pay any judgment or debt owed to the United States;
- g. Plan, repair, rehabilitate, acquire, or construct a building or facility, including a processing facility;
- h. Purchase, rent, or install fixed equipment, including laboratory equipment or processing machinery;
- i. Pay for the repair of privately owned vehicles;
- j. Pay for operating costs of cooperatives;
- k. Fund research and development; or
- l. Fund any activities prohibited by 7 CFR part 3015 or 3019.

2.8 Security Requirements

A grant agreement will be executed between the recipient and RBS.

Section 3: Application Submission Process

3.1 Filing Applications

You may file an application in either paper or electronic format. Send paper applications by U.S. Postal Service or courier delivery services to the address listed in Section 3.3 of this Guide. File an application electronically through <http://www.grants.gov>, the official Federal Government website. RBS will not accept applications by hand-delivery, fax, or e-mail.

3.2 DUNS Number Requirement

Whether you file a paper or an electronic application, you will need a Dun and Bradstreet Data Universal Numbering System (DUNS) number. You must provide your DUNS number on the SF-424, "Application for Federal Assistance." If you are an individual, you are exempt from the DUNS number requirement.

To verify that your organization has a DUNS number or to receive one at no cost, call the dedicated toll-free request line at (866) 705-5711 or access the website at: <http://www.dnb.com/us/>. You will need the following pieces of information when requesting a DUNS number.

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- Legal name
- Headquarters name and address of the organization
- Doing business as (dba) or other name by which the organization is commonly recognized
- Physical address
- Mailing address (if separate from headquarters and/or physical address)
- Telephone number
- Contact name and title
- Number of employees at the physical location

3.3 Paper Applications

Paper applications must be received by the deadline date and time. Send an original paper application (no stamped, photocopied, or initialed signatures) and one copy to the following address:

USDA-RBS-CS
Attn: RCDG Program
MS 3250, Rm. 4016-South
1400 Independence Ave. SW
Washington, DC 20250-3250
(202) 720-7558

The application and any materials sent with it become Federal records by law and cannot be returned to you.

3.4 Electronic Applications

File an electronic application at the website: <http://www.grants.gov>. Note that you will need to follow the instructions on the website to submit an application. Your submission will include the required forms (outlined below) and an attachment which should include all remaining elements of your application.

You must be registered with Grants.gov before you can submit an application. If you have not used Grants.gov before, you will need to register with the Central Contractor Registry (CCR) and the Credential Provider. You will need a DUNS number to access or register at any of the services. The registration process may take several business days to complete. Follow the instructions at Grants.gov for registering and submitting an electronic application. RBS may request original signatures on electronically submitted documents later.

The CCR registers your organization, housing your organizational information and allowing Grants.gov to use it to verify your identity. You may register for the CCR by calling the CCR Assistance Center at (888) 227-2423 or you may register online at: <http://www.ccr.gov>.

The Credential Provider gives you or your representative a username and password, as part of the Federal Government's e-Authentication to ensure a secure transaction. You will need the username and password when you register with Grants.gov or use Grants.gov to submit your

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application. You must register with the Credential Provider through Grants.gov at the following website: <https://apply.grants.gov/OrcRegister>.

3.5 Deadline for Grant Applications

The deadline to submit applications is 4:00 p.m. eastern time on July 1, 2005.

All applications must be received by the filing deadline to be considered for funding.

An application will be considered on time if it is received by the deadline date and time. If the application is filed electronically, an electronic date and time stamp on or before the deadline will be considered on time. Paper applications must arrive at the address listed in Section 3.3 of this Guide by the deadline.

Note: Packages arriving at USDA via the U.S. Postal Service are irradiated, which can damage the contents. Also, the irradiation procedure can add a significant amount of time to the delivery process. RBS encourages you to consider the impact of this procedure when selecting your application delivery method.

Section 4: Requirements for a Completed Grant

4.1 Preparing the Application

A complete application includes the following elements.

1. Standard application forms
2. Proposal
3. Conflict of Interest Disclosure
4. Certification of Judgment Owed to the United States
5. Verification of Matching Funds
6. Certification of Matching Funds

To be considered for an RCDG, you must meet the eligibility requirements and you must submit a complete application by the deadline date and time. You should consult the cost principles (OMB Circular A-122 and the Federal Acquisition Regulation, Section 31.2) and general administrative requirements for grants (7 CFR parts 3015 and 3019) in order to prepare the budget and complete other parts of the application.

4.2 Required Forms

Applicants must complete and submit the following forms to apply for a VAPG.

- SF-424, “Application for Federal Assistance” (see NOSA, Section IV.B.1. for additional information)
- SF-424A, “Budget Information – Non-Construction Programs” (see NOSA, Section IV.B.2. for additional information)

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- SF-424B, “Assurances – Non-Construction Programs” (see NOSA, Section IV.B.3. for additional information)

4.3 Proposal

4.3.1 Title Page

The Title Page should include the title of the project as well as any other relevant identifying information. The length should not exceed one page (see NOSA, Section IV.B.5.i.).

4.3.2 Table of Contents

The Table of Contents should include page numbers for each main element of the application, including the Proposal Evaluation Criteria (see NOSA, Section IV.B.5.ii. for additional information).

4.3.3 Executive Summary

The Executive Summary must briefly (3 pages or less) describe the Center, including goals and tasks to be completed, the amount requested, how the work will be performed, and whether organizational staff, consultants, or contractors will be used. It should also include the title of the project, the names of the primary project contacts, and a list of the main goals (see NOSA, Section IV.B.5.iii. for additional information).

4.3.4 Eligibility Discussion

The Eligibility Discussion must provide a detailed discussion, not to exceed 2 pages, describing how the applicant meets the eligibility requirements (see NOSA, Section IV.B.5.iv. for additional information).

4.3.5 Proposal Narrative

The Proposal Narrative should not exceed 50 pages and must include the following elements.

4.3.5.1 Project Title

The title of the proposed project must be brief, not to exceed 75 characters, yet describe the essentials of the project. It should match the project title submitted on the SF-424. The Project Title does not need to appear on a separate page. It can be included on the Title Page and/or on the Information Sheet (see NOSA, Section IV.B.5.v.a.).

4.3.5.2 Information Sheet

The Information Sheet is a separate one page document listing each of the Proposal Evaluation Criteria referenced in the NOSA followed by the page numbers of all relevant material contained in the proposal that addresses or supports each Proposal Evaluation Criterion (see NOSA, Section IV.B.5.v.b.).

4.3.5.3 Goals of the Project

The Goals of the Project section should contain the following provisions (see NOSA, Section IV.B.5.v.c.).

1. A provision that substantiates that the Center will effectively serve rural areas in the United States;
2. A provision that the primary objective of the Center will be to improve the economic condition of rural areas through cooperative development;
3. A description of the contributions that the proposed activities are likely to make to the improvement of the economic conditions of the rural areas for which the Center will provide services;
4. Provisions stating that the Center, in carrying out the activities, will seek, where appropriate, the advice, participation, expertise, and assistance of representatives of business, industry, educational institutions, the Federal government, and State and local governments;
5. A provision stating that the proposed activities develop or continue the cooperative development center concept. The agency strongly encourages proposals to strengthen technical assistance capacity within new and existing centers; and
6. A provision stating that proposed activities focus assistance to more than one cooperative within the project area.

4.3.5.4 Work Plan and Budget

Applicants must discuss the specific tasks to be completed using grant and matching funds. The work plan should show how customers will be identified, key personnel to be involved, and the evaluation methods to be used to determine the success of specific tasks and overall objectives of Center operations. The budget must present a breakdown of the estimated costs associated with cooperative development activities as well as the operation of the Center and allocate these costs to each of the tasks to be undertaken. Projects proposing to pay for the operating costs of cooperatives will not be considered. Matching funds as well as grant funds must be accounted for in the budget. (see NOSA, Section V.A.8. for additional information).

4.3.5.5 Performance Evaluation Criteria

The applicant must suggest criteria by which the project should be evaluated in the event that a grant is awarded. These suggested criteria are not binding on USDA. Please note that these criteria are different from the Proposal Evaluation Criteria and are a separate requirement. Failure to submit at least one performance criterion by the application deadline will result in a determination of incomplete and the proposal will not be considered for funding. (see NOSA, Section IV.B.5.e.).

4.3.5.6 Undertakings

The applicant must expressly undertake to do the following (see NOSA, Section IV.B.5.f.).

1. Take all practicable steps to develop continuing sources of financial support for the Center, particularly from sources in the private sectors;
2. Make arrangements for the activities by the nonprofit institution, including institutions of higher education, operating the Center to be monitored and evaluated; and
3. Provide an accounting for the money received by the grantee in accordance with 7 CFR part 4284, subpart F.

4.3.5.7 Delivery of Cooperative Development Assistance

The applicant must describe its previous accomplishments and outcomes in cooperative development activities and/or its potential for effective delivery of cooperative development services to rural areas. Applicants who have received funding under the RCDG program in Fiscal Years 2003 or 2004 must provide a summation of progress and results for all projects funded fully or partially by the RCDG program in those years. This summary should include the status of cooperative businesses organized and all eligible grant activities. The applicant also should describe the type(s) of assistance to be provided, the expected impacts of that assistance, the sustainability of cooperative organizations receiving the assistance, and the transferability of its Cooperative development strategy and focus to other areas of the U.S. (see NOSA, Section IV.B.5.g.).

4.3.5.8 Qualifications of Personnel

Applicants must describe the qualifications of personnel expected to perform key center tasks, and whether these personnel are to be full/part-time Center employees or contract personnel. Those personnel having a track record of positive solutions for complex cooperative development or marketing problems, or those with a record of conducting feasibility studies that later proved to be accurate, business planning, marketing analysis, or other activities relevant to the Center's success should be highlighted (see NOSA, Section IV.B.5.h).

4.3.5.9 Support and Commitments

Applicants must describe the level of support and commitment in the community for the proposed Center and the services it would provide. This support can be from industry groups, commodity groups, and potential customers of the Center. Plans for coordinating with other developmental organizations in the proposed service area, or with State and local government institutions should be included. Letters supporting cooperation and coordination from potential local customers should be provided. Letters from industry groups, commodity groups, local and State government, and similar organizations should be referenced, but not included in the application package. When referencing these support letters, provide the name of the organization, date of the letter, the nature of the support (cash, technical assistance, moral), and the name and title of the person signing the letter (see NOSA, Section IV.B.5.i.).

4.3.5.10 Future Support

Applicants should describe their vision for Center operations in future years, including issues such as sources and uses of alternative funding; reliance on Federal, State, and local grants; and the use of in-house personnel for providing services versus contracting out for that expertise. To the extent possible, applicants should document future funding sources that will help achieve long-term sustainability of the Center (see NOSA, Section IV.B.5.j.).

4.3.5.11 Proposal Evaluation Criteria

Each of the proposal evaluation criteria referenced in the NOSA must be addressed, specifically and individually, in narrative form. The criteria are listed below (see NOSA, Section V.A.).

1. Administrative capabilities
2. Technical assistance and other services
3. Economic development
4. Linkages
5. Commitment
6. Matching funds
7. Delivery
8. Work plan/budget
9. Qualifications of those performing the tasks
10. Local support
11. Future support
12. Non-Agricultural rural cooperative development

4.4 Conflict of Interest Disclosure

If the applicant plans to conduct business with any family members, company owners, or other identities of interest using grant or matching funds, the nature of the business to be conducted and the nature of the relationship between the applicant and the identity of interest must be disclosed. Examples include in-kind matching funds donated by the applicant's immediate family and contracting with someone who has a financial interest in the venture for services paid by grant or matching funds (see NOSA, Section IV.B.6.).

4.5 Certification of Judgment or Debt Owed to the United States

Applicants must certify that the United States has not obtained a judgment against them. No grant funds shall be used to pay a judgment or delinquent debt owed to the United States (see NOSA, Section IV.B.7.).

4.6 Verification of Matching Funds

Applicants must provide a budget to support the work plan showing all sources and uses of funds during the project period. Applicants will be required to verify matching funds, both cash and in-kind. All proposed matching funds must be specifically documented in the application (see NOSA, Section IV.B.8. for additional information).

4.7 Certification of Matching Funds

Applicants must certify that matching funds will be available at the same time grant funds are anticipated to be spent and that matching funds will be spent in advance of grant funding, such that for every dollar of grant funds advanced, not less than the required amount of matching funds will have been expended prior to submitting the request for reimbursement. Please note that this certification is a separate requirement from the Verification of Matching Funds requirement (see NOSA, Section IV.B.9. for additional information).

Section 5: Application Review Process

5.1 Receipt Acknowledgement

RBS will acknowledge the receipt of your application by e-mail or letter within 30 days of receiving your application. Your application will be initially screened to determine if it is complete and eligible. If your application is determined to be complete and eligible, it will be further evaluated. If your application is determined to be incomplete, ineligible, or both, you will be notified of the reasons within 45 days of the award announcements.

5.2 Evaluating the Application

Each complete and eligible application will be evaluated by a panel of federal employees with experience in business development.

5.3. Scoring Criteria

Applications that are complete and eligible will be ranked competitively based on the criteria listed in Section 4.3.5.11 of this Guide. For additional information on the criteria, see the NOSA, Section V.A.

5.4 Application Selection

RBS will rank all complete and eligible applications by their final score. Applications will be selected for funding in rank order, subject to the availability of RCDG funds. Each applicant will be notified in writing of the final score of its application. Whenever possible, comments from the reviewers will be made available to the applicant upon request.

5.5 Possible RBS Actions on an Application

In making its decision about your application, RBS may determine that your application is:

- Eligible and selected for funding
- Eligible, but offered fewer funds than requested
- Eligible, but not selected for funding
- Ineligible for funding

5.6 Appeals Process

In accordance with 7 CFR part 11, you generally have the right to appeal RBS decisions that are adverse to you. RBS will notify you of your appeal rights when it notifies you of the decision for your application. If RBS has determined its decision is not appealable, you may request that the National Appeals Division (NAD) determine the appealability of a specific decision. The request must be in writing and filed at the appropriate Regional Office, which can be found at <http://www.nad.usda.gov/offices.htm> or by calling (703) 305-1166.

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Appendix A – Rules and Regulations

These rules and regulations have been mentioned throughout the text of this Guide, but are listed in one place for easy reference. The Code of Federal Regulations (CFR) is located at <http://www.gpoaccess.gov/cfr/index.html>. The OMB Circulars are located at http://www.whitehouse.gov/omb/grants/grants_circulars.html. The Federal Acquisition Regulation is located at <http://www.arnet.gov/far/>.

- CFR, Title 7, Part 11, subpart A, “National Appeals Division Rules of Procedures”
- CFR, Title 7, Part 3015, “Uniform Federal Assistance Regulations”
- CFR, Title 7, Part 3019, “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations”
- CFR, Title 7, Part 4284, subpart A, “General Requirements for Cooperative Services Grant Programs, Value-Added Producer Grants, Agriculture Innovation Centers and Rural Cooperative Development Grants”
- CFR, Title 7, Part 4284, subpart F, “Rural Cooperative Development Grants”
- OMB Circular A-122, “Cost Principles for Non-Profit Organizations”

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Appendix B – Application Checklist

Form of submission

- ☐ Font size = 12 point unreduced
- ☐ Paper size = 8.5 by 11 inches
- ☐ Page margin size = 1 inch on the top, bottom, left, and right
- ☐ Printed on only 1 side of each page
- ☐ Held together only by rubber bands or metal or plastic clips, not bound in any other way or sent electronically via <http://www.grants.gov>
- ☐ Language = English, with no jargon
- ☐ Submission includes all pages of the application

Content of submission

- ☐ 1. Form SF-424
 - ☐ Legal name of applicant (Item 5)
 - ☐ Applicant's DUNS number (Item 5)
 - ☐ Applicant's complete mailing address (Item 5)
 - ☐ Name of contact person (Item 5)
 - ☐ Telephone number of contact person (Item 5)
 - ☐ Employer Identification Number (Item 6)
 - ☐ Proposed start date of project (Item 13)
 - ☐ Proposed end date of project (Item 13)
 - ☐ Federal funds requested (Item 15a)
 - ☐ Matching funds amount (Items 15b-15e)
 - ☐ Answer to question, "Is applicant delinquent on any federal debt?" (Item 17)
 - ☐ Name of authorized representative (Item 18a)
 - ☐ Telephone number of authorized representative (Item 18c)
 - ☐ Signature of authorized representative (Item 18d)
 - ☐ Date form was signed (Item 18e)
- ☐ 2. Form SF-424A
 - ☐ Section A (both federal and matching funds)
 - ☐ Section B (both federal and matching funds)
 - ☐ Section C (matching funds)
 - ☐ Section D (both federal and matching funds)
- ☐ 3. Form SF-424B
 - ☐ Signature of authorized representative
 - ☐ Title of authorized representative
 - ☐ Name of authorized representative
 - ☐ Date signed by authorized representative
- ☐ 4. Survey on Ensuring Equal Opportunity for Applicants – Submission of this form is voluntary.
- ☐ 5. Proposal
 - ☐ i. Title Page – Title of the project (limit = 1 page)

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- ☐ ii. Table of Contents
 - ☐ Page number for Executive Summary
 - ☐ Page number for Eligibility Discussion
 - ☐ Page number for Project Title
 - ☐ Page number for Information Sheet
 - ☐ Page number for Goals of the Project
 - ☐ Page number for Work Plan
 - ☐ Page number for Performance Evaluation Criteria
 - ☐ Page number for Undertakings
 - ☐ Page number for Delivery of Cooperative Development Assistance
 - ☐ Page number for Qualifications of Personnel
 - ☐ Page number for Support and Commitments
 - ☐ Page number for Future Support
 - ☐ Page number of Proposal Evaluation Criteria
 - ☐ Page number for Conflict of Interest Disclosure
 - ☐ Page number for Certification of Judgment or Debt Owed to the United States
 - ☐ Page number for Verification of Matching Funds
 - ☐ Page number of Certification of Matching Funds
- ☐ iii. Executive Summary (limit = 3 pages)
 - ☐ Describe goals of project
 - ☐ Describe tasks to be completed
 - ☐ State the amount requested
 - ☐ Describe how the work will be performed
 - ☐ Discuss whether organizational staff, consultants, or contractors will be used
 - ☐ Title of the project
 - ☐ Names of primary project contacts
 - ☐ List of the main goals
- ☐ iv. Eligibility Discussion – Discuss how applicant is eligible (limit = 2 pages)
- ☐ v. Proposal Narrative (limit = 50 pages)
 - ☐ a. Project Title – Title for the project is given in the application
 - ☐ b. Information Sheet – List each Proposal Evaluation Criterion with page numbers (limit = 1 page)
 - ☐ c. Goals of the Project
 - ☐ Provision that substantiates that the Center will effectively serve rural areas in the U.S.
 - ☐ Provision that the primary objective of the Center will be to improve the economic condition of rural areas through cooperative development.
 - ☐ A description of the contributions that the proposed activities are likely to make to the improvement of the economic conditions of the rural areas for which the Center will provide services.
 - ☐ Provision stating that the Center, in carrying out the activities, will seek, where appropriate, the advice, participation, expertise, and assistance of representatives

The Rural Cooperative Development Grant 2005 Grant Application Guide

- of business, industry, educational institutions, the Federal government, and State and local governments.
 - ☐ Provision stating that the proposed activities develop or continue the cooperative development center concept.
 - ☐ Provision stating that proposed activities focus assistance to more than one cooperative within the project area.
- ☐ d. Work Plan/Budget
 - ☐ Description of the specific tasks to be completed using grant and matching funds
 - ☐ Description of how customers will be identified
 - ☐ Identify key personnel
 - ☐ Describe evaluation methods to be used to determine the success of specific tasks and overall objectives
 - ☐ Budget presents a breakdown of estimated costs associated with cooperative development activities
 - ☐ Budget presents a breakdown of estimated costs associated with the operation of the Center and allocates these costs to each of the tasks to be undertaken
- ☐ e. Performance Evaluation Criteria – Suggest at least one criterion by which the project should be evaluated in the event a grant is awarded
- ☐ f. Undertakings
 - ☐ Applicant will take all practicable steps to develop continuing sources of financial support for the Center, particularly from sources in the private sectors.
 - ☐ Applicant will made arrangements for the activities by the nonprofit institution, including institutions of higher education, operating the Center to be monitored and evaluated.
 - ☐ Applicant will provide an accounting for the money received by the Grantee in accordance with 7 CFR part 4284, subpart F.
- ☐ g. Delivery of Cooperative Development Assistance
 - ☐ Description of applicant's previous accomplishments and outcomes in cooperative development activities and/or its potential for effective delivery of cooperative development services to rural areas
 - ☐ Applicants who have received funding under the 2003 and 2004 RCDG programs must provide a summation of progress and results for all projects funded at least in part by RCDG funding in those years
 - ☐ Discuss the status of cooperative businesses organized and all eligible grant activities
 - ☐ Describe types of assistance to be provided
 - ☐ Describe the expected impacts of the assistance to be provided
 - ☐ Describe the sustainability of the cooperative organizations receiving the assistance
 - ☐ Describe the transferability of the Center's cooperative development strategy and focus to other areas of the U.S.
- ☐ h. Qualifications of Personnel
 - ☐ Description of qualifications of personnel expected to perform key Center tasks

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- ☐ Description of whether key personnel will be Center employees or contract personnel
- ☐ i. Support and Commitments
 - ☐ Describe level of support and commitment in the community for the proposed Center and the services it would provide
 - ☐ Describe plans for coordinating with other developmental organizations or with State or local government institutions
 - ☐ Include letters from potential customers
 - ☐ Reference letters from industry groups, commodity groups, local and State governments, and similar organizations
 - ☐ Provide name of organization
 - ☐ Date of letter
 - ☐ Nature of support
 - ☐ Name and title of person signing the letter
- ☐ j. Future Support
 - ☐ Describe vision for Center operations in future years
 - ☐ Sources and uses of alternative funding
 - ☐ Reliance on Federal , State, and local grants
 - ☐ Use of in-house personnel vs. contractors for providing services
 - ☐ Document future funding sources, if possible
- ☐ k. Proposal Evaluation Criteria
 - ☐ 1. Administrative capabilities
 - ☐ Discuss track record of administering nationally-, regionally-, or state-coordinated projects
 - ☐ Discuss financial system and audit controls
 - ☐ Discuss personnel and program administration performance measures
 - ☐ Discuss rules of governance
 - ☐ 2. Technical assistance and other services
 - ☐ Discuss **demonstrated expertise** in conducting feasibility studies
 - ☐ Discuss **demonstrated expertise** in developing marketing plans
 - ☐ Discuss **demonstrated expertise** in developing business plans
 - ☐ Discuss **demonstrated expertise** in conducting applied research related to cooperative development
 - ☐ Discuss any other **demonstrated expertise** in performing activities necessary for a group of individuals to form a cooperative
 - ☐ 3. Economic development
 - ☐ Discuss **demonstrated ability** to assist in retention of businesses
 - ☐ Discuss **demonstrated ability** to facilitate the establishment of cooperatives
 - ☐ Discuss **demonstrated ability** to facilitate new cooperative approaches
 - ☐ Discuss **demonstrated ability** to generate employment opportunities that will improve the economic conditions in rural areas

The Rural Cooperative Development Grant 2005 Grant Application Guide

- ☐ 4. Linkages
 - ☐ Discuss demonstrated ability to create horizontal linkages among businesses in rural areas
 - ☐ Discuss demonstrated ability to create vertical linkages to domestic and international markets
- ☐ 5. Commitment – Discuss commitment to providing technical assistance to underserved and economically distressed rural areas
- ☐ 6. Matching funds – Demonstrate matching funds equal to at least 25% (5% for 1994 institutions) of total project costs
- ☐ 7. Delivery
 - ☐ Discuss track record in providing technical assistance in rural areas
 - ☐ Discuss track record in accomplishing effective outcomes in cooperative development
 - ☐ Discuss potential for delivering effective cooperative development assistance
 - ☐ Discuss expected effects of the cooperative development assistance to be provided
 - ☐ Discuss potential sustainability of cooperative organizations receiving assistance from the Center
 - ☐ Discuss transferability of Center's cooperative development strategy to other states
- ☐ 8. Work Plan/Budget
 - ☐ Work plan contains detailed description of tasks
 - ☐ Work plan contains a timetable for implementing the proposed tasks
 - ☐ Budget reflects complete accounting of proposed tasks
 - ☐ Budget contains both grant and matching funds
- ☐ 9. Qualifications of those performing the tasks
 - ☐ Describe track record of key personnel with respect to complex cooperative development and marketing problems; AND/OR
 - ☐ Describe track record of key personnel with respect to conducting feasibility studies, business plans, marketing analysis, etc.
- ☐ 10. Local support
 - ☐ Discuss previous local support for Center
 - ☐ Discuss expected local support for Center
 - ☐ Discuss plans for coordination with developmental organizations in service area
 - ☐ Discuss plans for coordination with State and local institutions
 - ☐ Reference support documentation from non-customers, but do not include
 - ☐ Reference support documentation from customers, and include in application
- ☐ 11. Future support
 - ☐ Describe vision for funding Center operations for future years
 - ☐ Describe diversification of funding sources

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- ☐ Describe building in-house technical assistance capacity
- ☐ 12. Non-Agricultural rural cooperative development
 - ☐ Describe proposed cooperative development tasks that relate to working with rural residents and businesses who are not engaged in production agriculture
 - ☐ Identify the amount of total project costs dedicated to these proposed activities
- ☐ 6. Conflict of interest disclosure
- ☐ 7. Certification of judgment
- ☐ 8. Verification of matching funds
 - ☐ Budget (may be located elsewhere in the application)
 - ☐ Matching funds are available for the time period of the grant
 - ☐ Matching funds are correctly valued
 - ☐ All proposed matching funds are specifically documented in the application

If matching funds are cash from the applicant,

- ☐ Bank statement with an ending date within 30 days of the application deadline or statement from lending institution verifying the amount available, the time period of availability of the funds, and the purposes for which funds may be used
- ☐ Signed letter from lending institution verifying the amount, the purpose, and the availability of the funds

If matching funds are in-kind from the applicant,

- ☐ Signed letter from the applicant or its authorized representative verifying the goods or services to be donated, when the goods or services will be donated, and the value of the goods or services

If matching funds are cash from a third party,

- ☐ Signed letter from that third party verifying how much cash will be donated and when it will be donated

If matching funds are in-kind from a third party,

- ☐ Signed letter from a third party verifying the goods or services to be donated, when the goods and services will be donated, and the value of the goods and services

- ☐ 9. Certification of matching funds

Appendix C – Application Outline

This appendix provides a suggested, not required, format for a 2005 RCDG application. Each required element is listed with the relevant text from the NOSA. Many of the elements also include sample language and/or tables.

Please note: **You MUST read the NOSA and the program regulation, 7 CFR part 4284, subparts A and F in order to obtain a comprehensive list of program requirements.** Simply following the sample format does not guarantee that your application will be determined to be eligible and complete, or that it will be funded. If you have questions during the application process, please contact your state representative listed in Section 1.4 of this Guide.

The Rural Cooperative Development Grant 2005 Grant Application Guide

APPLICATION FOR FEDERAL ASSISTANCE		Version 7/03	
1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		2. DATE SUBMITTED June 24, 2005	Applicant Identifier
Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		3. DATE RECEIVED BY STATE	State Application Identifier
5. APPLICANT INFORMATION		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
Legal Name: ABC Rural Cooperative Development Center		Organizational Unit: Department:	
Organizational DUNS: 00-000-0000		Division:	
Address: Street: 1400 Independence Ave. SW		Name and telephone number of person to be contacted on matters involving this application (give area code)	
City: Washington		Prefix:	First Name: Gail
County: N/A		Middle Name J.	
State: DC		Last Name Thuner	
Zip Code 20250		Suffix:	
Country: USA		Email: cpgrants@usda.gov	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 00-00000000		Phone Number (give area code) (202) 720-7558	Fax Number (give area code) (202) 720-4641
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify)		7. TYPE OF APPLICANT: (See back of form for Application Types) 0 Other (specify)	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE (Name of Program): Rural Cooperative Development Grant		9. NAME OF FEDERAL AGENCY: Rural Business-Cooperative Service	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): Virginia		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Assisting Virginia Rural Residents with Cooperative Development	
13. PROPOSED PROJECT Start Date: October 1, 2005 Ending Date: September 30, 2006		14. CONGRESSIONAL DISTRICTS OF: a. Applicant N/A b. Project VA-1, VA-5, VA-10	
15. ESTIMATED FUNDING: a. Federal \$ 250,000. ⁰⁰ b. Applicant \$ 125,000. ⁰⁰ c. State \$ 50,000. ⁰⁰ d. Local \$ 50,000. ⁰⁰ e. Other \$ 25,000. ⁰⁰ f. Program Income \$. ⁰⁰ g. TOTAL \$ 500,000. ⁰⁰		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE: b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372 <input checked="" type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.		17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No	
a. Authorized Representative Prefix First Name Gail Last Name Thuner		Middle Name J. Suffix	
b. Title Management and Program Analyst		c. Telephone Number (give area code) (202) 720-7558	
d. Signature of Authorized Representative		e. Date Signed June 24, 2005	

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Reset Form

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BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. RCDG	10.771	\$	\$	\$ 250,000.00	\$ 250,000.00	\$ 500,000.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 250,000.00	\$ 250,000.00	\$ 500,000.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) RCDG	(2)	(3)	(4)	
a. Personnel	\$ 200,000.00	\$	\$	\$	\$ 200,000.00
b. Fringe Benefits	34,000.00				34,000.00
c. Travel	20,000.00				20,000.00
d. Equipment					0.00
e. Supplies	15,000.00				15,000.00
f. Contractual	81,000.00				81,000.00
g. Construction					0.00
h. Other					0.00
i. Total Direct Charges (sum of 6a-6h)	350,000.00	0.00	0.00	0.00	350,000.00
j. Indirect Charges	150,000.00				150,000.00
k. TOTALS (sum of 6i and 6j)	\$ 500,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500,000.00

7. Program Income	\$	\$	\$	\$	\$ 0.00
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SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. RCDG	\$ 125,000.00	\$ 50,000.00	\$ 75,000.00	\$ 250,000.00	
9.				0.00	
10.				0.00	
11.				0.00	
12. TOTAL (sum of lines 8-11)	\$ 125,000.00	\$ 50,000.00	\$ 75,000.00	\$ 250,000.00	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 250,000.00	\$ 80,000.00	\$ 50,000.00	\$ 50,000.00	\$ 70,000.00
14. Non-Federal	250,000.00	80,000.00	50,000.00	50,000.00	70,000.00
15. TOTAL (sum of lines 13 and 14)	\$ 500,000.00	\$ 160,000.00	\$ 100,000.00	\$ 100,000.00	\$ 140,000.00
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16. RCDG	\$	\$	\$	\$	
17.					
18.					
19.					
20. TOTAL (sum of lines 16-19)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:		22. Indirect Charges:			
23. Remarks:					

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OMB Approval No. 0348-0040

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

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9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		TITLE	
		General Manager	
APPLICANT ORGANIZATION		DATE SUBMITTED	
ABC Rural Cooperative Development Center		June 24, 2005	

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SURVEY ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS

OMB No. 1890-0014 Exp. 1/31/2006

Purpose: The Federal government is committed to ensuring that all qualified applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for Federal funding. In order for us to better understand the population of applicants for Federal funds, we are asking nonprofit private organizations (not including private universities) to fill out this survey.

Upon receipt, the survey will be separated from the application. Information provided on the survey will not be considered in any way in making funding decisions and will not be included in the Federal grants database. While your help in this data collection process is greatly appreciated, completion of this survey is voluntary.

Instructions for Submitting the Survey: If you are applying using a hard copy application, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. If you are applying electronically, please submit this survey along with your application.

Applicant's (Organization) Name: ABC Rural Cooperative Development Center

Applicant's DUNS Number: 00-000-0000

Grant Name: Rural Cooperative Development Grant CFDA Number: 10.771

1. Does the applicant have 501(c)(3) status?

☒ Yes

☐ No

2. How many full-time equivalent employees does the applicant have? (Check only one box).

☐ 3 or Fewer

☐ 15-50

☐ 4-5

☐ 51-100

☒ 6-14

☐ over 100

3. What is the size of the applicant's annual budget? (Check only one box.)

☐ Less Than \$150,000

☐ \$150,000 - \$299,999

☐ \$300,000 - \$499,999

☒ \$500,000 - \$999,999

☐ \$1,000,000 - \$4,999,999

☐ \$5,000,000 or more

4. Is the applicant a faith-based/religious organization?

☐ Yes

☒ No

5. Is the applicant a non-religious community-based organization?

☐ Yes

☒ No

6. Is the applicant an intermediary that will manage the grant on behalf of other organizations?

☐ Yes

☒ No

7. Has the applicant ever received a government grant or contract (Federal, State, or local)?

☒ Yes

☐ No

8. Is the applicant a local affiliate of a national organization?

☐ Yes

☒ No

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Title Page

The Title Page should include the title of the project as well as any other relevant identifying information. The length should not exceed one page. Example language is included below.

“Assisting Virginia Rural Residents with Cooperative Development”

A 2005 Rural Cooperative Development Grant Application

Submitted by:

ABC Rural Cooperative Development Center
1400 Independence Avenue SW
Washington, DC 20250

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Table of Contents

For ease of locating information, each proposal must contain a detailed Table of Contents (TOC) immediately following the Title Page. The TOC should include page numbers for each component of the proposal. Pagination should begin immediately following the TOC. In order for this element to be considered complete, the TOC should include page numbers for the Executive Summary, the Eligibility discussion, the Proposal Narrative and its 11 subcomponents, Conflict of Interest Disclosure, Certification of Judgment, Verification of Matching Funds, and Certification of Matching Funds. It is recommended that the applicant start its application with the required forms and number those forms beginning with the Roman numeral “i.” The Title Page and Table of Contents should also be numbered with small Roman numerals. The Executive Summary should be page number 1. Example language is included below.

Table of Contents

<u>Element</u>	<u>Page</u>
SF-424	p.i
SF-424A	p.ii
SF-424B	p.iv
Survey on Ensuring Equal Opportunity for Applicants (if submitted)	p.vi
Title Page	p.vii
Table of Contents	p.viii
Executive Summary	p.1
Eligibility Discussion	p.2
Proposal Narrative	p.#
Project Title	p.#
Information Sheet	p.#
Goals of the Project	p.#
Work Plan	p.#
Performance Evaluation Criteria	p.#
Undertakings	p.#
Delivery of Cooperative Development Assistance	p.#
Qualifications of Personnel	p.#
Support and Commitments	p.#
Future Support	p.#
Proposal Evaluation Criteria	p.#
Administrative Capabilities	p.#
Technical Assistance and Other Services	p.#

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Table of Contents, cont.

<u>Element</u>	<u>Page</u>
Economic Development	p.#
Linkages	p.#
Commitment	p.#
Matching Funds	p.#
Delivery	p.#
Work Plan/Budget	p.#
Qualifications of Those Performing the Tasks	p.#
Local Support	p.#
Future Support	p.#
Non-Agricultural Rural Cooperative Development	p.#
Conflict of Interest Disclosure	p.#
Certification of Judgment Owed To the United States	p.#
Verification of Matching Funds	p.#
Certification of Matching Funds	p.#

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Executive Summary

Summarize the project in **three (3) pages or less**. Pages in excess of the three-page limit will not be considered. This summary must briefly describe the Center, including goals and tasks to be completed, the amount requested, how the work will be performed, and whether organizational staff, consultants, or contractors will be used. It should also include the title of the project, the names of the primary project contacts, and a list of the main goals. The project summary should immediately follow the TOC.

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Eligibility Discussion

Describe in detail how the applicant meets the eligibility requirements. This discussion is **limited to two (2) pages**. Pages in excess of the two-page limit will not be considered.

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Proposal Narrative

The proposal narrative is **limited to a total of 50 pages**. Pages in excess of the 50-page limit will not be considered.

Project Title

The title of the proposed project must be brief, **not to exceed 75 characters**, yet describe the essentials of the project. It should match the Project Title submitted on the SF-424. The Project Title does not need to appear on a separate page. It can be included on the Title Page and/or on the Information Sheet.

Information Sheet

A separate **one-page** information sheet which lists each of the 12 evaluation criteria (Section V.A.) followed by the page numbers of all relevant material and documentation contained in the application which supports that criteria.

Information Sheet

<u>Criterion</u>	<u>Page</u>
Administrative Capabilities	p.#
Technical Assistance and Other Services	p.#
Economic Development	p.#
Linkages	p.#
Commitment	p.#
Matching Funds	p.#
Delivery	p.#
Work Plan/Budget	p.#
Qualifications of Those Performing the Tasks	p.#
Local Support	p.#
Future Support	p.#
Non-Agricultural Rural Cooperative Development	p.#

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Goals of the Project

This section must include the following:

1. A provision that substantiates that the Center will effectively serve rural areas in the United States;
2. A provision that the primary objective of the Center will be to improve the economic condition of rural areas through cooperative development;
3. A description of the contributions that the proposed activities are likely to make to the improvement of the economic conditions of the rural areas for which the Center will provide services;
4. Provisions stating that the Center, in carrying out the activities, will seek, where appropriate, the advice, participation, expertise, and assistance of representatives of business, industry, educational institutions, the Federal government, and State and local governments;
5. A provision stating that the proposed activities develop or continue the cooperative development center concept. The agency strongly encourages proposals to strengthen technical assistance capacity within new and existing centers; and
6. A provision stating that proposed activities focus assistance to more than one cooperative within the project area.

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Work Plan

Applicants must discuss the specific tasks to be completed using grant and matching funds. The work plan should show how customers will be identified, key personnel to be involved, and the evaluation methods to be used to determine the success of specific tasks and overall objectives of Center operations. The budget must present a breakdown of the estimated costs associated with cooperative development activities as well as the operation of the Center and allocate these costs to each of the tasks to be undertaken. Projects proposing to pay for the operating costs of cooperatives will not be considered. Matching funds as well as grant funds must be accounted for in the budget. Please note that one of the Proposal Evaluation Criteria evaluates the Work Plan and Budget. Applicants should only submit the Work Plan and Budget once, either as Section IV.B.5.d. or as part of the Work Plan/Budget evaluation criterion discussion. It is suggested that applicants submit two tables – one that outlines the work plan and another that outlines the budget. Applicants are advised that, where possible, they should break down activities into detailed tasks rather than simply major project phases. Applicants should also discuss each proposed task in narrative form as part of the work plan and explain the costs for the budget. Example tables are included below.

Task	Personnel	Time Period	Grant Funds	Matching Funds	Total Cost

	Budget Category 1		Budget Category 2		Budget Category 3		Total	
	Grant	Match	Grant	Match	Grant	Match	Grant	Match
Task 1								
Task 2								
Task 3								

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Performance Evaluation Criteria

The applicant must suggest criteria by which the project should be evaluated in the event that a grant is awarded. These suggested criteria are not binding on USDA. Please note that these criteria are different from the Proposal Evaluation Criteria (see Section V.A.) and are a separate requirement. Failure to submit at least one performance criterion by the application deadline will result in the application being determined to be incomplete and the proposal will not be considered for funding.

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Undertakings

The applicant must expressly undertake to do the following:

1. Take all practicable steps to develop continuing sources of financial support for the Center, particularly from sources in the private sectors;
2. Make arrangements for the activities by the nonprofit institution, including institutions of higher education, operating the Center to be monitored and evaluated; and
3. Provide an accounting for the money received by the grantee in accordance with 7 CFR part 4284, subpart F.

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Delivery of Cooperative Development Assistance

The applicant must describe its previous accomplishments and outcomes in cooperative development activities and/or its potential for effective delivery of cooperative development services to rural areas. Applicants who have received funding under the RCDG program in Fiscal Years 2003 or 2004 must provide a summation of progress and results for all projects funded fully or partially by the RCDG program in those years. This summary should include the status of cooperative businesses organized and all eligible grant activities. The applicant also should describe the type(s) of assistance to be provided, the expected impacts of that assistance, the sustainability of cooperative organizations receiving the assistance, and the transferability of its Cooperative development strategy and focus to other areas of the U.S.

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Qualifications of Personnel

Applicants must describe the qualifications of personnel expected to perform key center tasks, and whether these personnel are to be full/part-time Center employees or contract personnel. Those personnel having a track record of positive solutions for complex cooperative development or marketing problems, or those with a record of conducting feasibility studies that later proved to be accurate, business planning, marketing analysis, or other activities relevant to the Center's success should be highlighted.

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Support and Commitment

Applicants must describe the level of support and commitment in the community for the proposed Center and the services it would provide. This support can be from industry groups, commodity groups, and potential customers of the Center. Plans for coordinating with other developmental organizations in the proposed service area, or with State and local government institutions should be included. **Letters supporting cooperation and coordination from potential local customers should be provided. Letters from industry groups, commodity groups, local and State government, and similar organizations should be referenced, but not included in the application package.** When referencing these support letters, provide the name of the organization, date of the letter, the nature of the support (cash, technical assistance, moral), and the name and title of the person signing the letter.

Future Support

Applicants should describe their vision for Center operations in future years, including issues such as sources and uses of alternative funding; reliance on Federal, State, and local grants; and the use of in-house personnel for providing services versus contracting out for that expertise. To the extent possible, applicants should document future funding sources that will help achieve long-term sustainability of the Center.

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Proposal Evaluation Criteria

Each of the evaluation criteria referenced in Section V.A. must be specifically and individually addressed in narrative form. If the information and documentation for these criteria are incorporated in the written narrative, the application may reference that information and documentation by Section number and page. The applicant does not have to repeat information and documentation in Section V.A. if it is presented elsewhere. However, the applicant must correctly reference this information and documentation. Reviewers will not be required to search for information and documentation that is incorrectly referenced.

1. Administrative capabilities. The application will be evaluated to determine whether the subject Center has a track record of administering a nationally coordinated, regional or State-wide operated project. Centers that have capable financial systems and audit controls, personnel and program administration performance measures and clear rules of governance will receive more points than those not evidencing this capacity.

2. Technical assistance and other services. The Agency will evaluate the applicant's demonstrated expertise in providing technical assistance in rural areas. This includes conducting feasibility studies, developing marketing plans, developing business plans, conducting applied research related to cooperative development, and performing those other activities necessary for a group of individuals to form a cooperative.

3. Economic development. The Agency will evaluate the applicant's demonstrated ability to assist in the retention of businesses, facilitate the establishment of cooperatives and new cooperative approaches and generate employment opportunities that will improve the economic conditions of rural areas.

4. Linkages. The Agency will evaluate the applicant's demonstrated ability to create horizontal linkages among businesses within and among various sectors in rural areas of the United States and vertical linkages to domestic and international markets. **These linkages must be among cooperatives and businesses, not development organizations.**

5. Commitment. The Agency will evaluate the applicant's commitment to providing technical assistance and other services to underserved and economically distressed areas in rural areas of the United States.

6. Matching Funds. All applicants must demonstrate matching funds equal to at least 25 percent (5 percent for 1994 Institutions) of total project costs. Applications exceeding these minimum commitment levels will receive more points. If the applicant provides eligible matching funds of 25 percent, 1 point will be awarded; 26 to 35 percent, 2 points will be awarded; 36 to 45 percent, 3 points; 46 to 55 percent, 4 points; or 56 or greater percent, 5 points will be awarded. If the applicant is a 1994 Institution and provides eligible matching funds of 5 percent, 1 point will be awarded; 6 to 9 percent, 2 points will be awarded; 10 to 14 percent, 3 points; 15 to 19 percent, 4 points; or 20 or greater percent, 5 points will be awarded.

7. Delivery. The Agency will evaluate whether the Center has a track record in providing technical assistance in rural areas and accomplishing effective outcomes in cooperative development. The Center's potential for delivering effective cooperative development assistance,

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the expected effects of that assistance, the sustainability of cooperative organizations receiving the assistance, and the transferability of the Center's cooperative development strategy and focus to other States will also be assessed.

8. Work Plan/Budget. The work plan will be reviewed for detailed actions and an accompanying timetable for implementing the proposal. Clear, logical, realistic and efficient plans will result in a higher score. Budgets will be reviewed for completeness and the quality of non-Federal funding commitments.

9. Qualifications of those Performing the Tasks. The application will be evaluated to determine if the personnel expected to perform key center tasks have a track record of positive solutions for complex cooperative development or marketing problems, or a successful record of conducting accurate feasibility studies, business plans, marketing analysis, or other activities relevant to Cooperative development center success.

10. Local support. Applications will be reviewed for previous and expected local support for the Center, plans for coordinating with other developmental organizations in the proposed service area, and coordination with State and local institutions. **Support documentation should include recognition of rural values that balance employment opportunities with environmental stewardship and other positive rural amenities. Other than support from potential customers, support letters and documentation should be referenced and not submitted.** Centers that demonstrate strong support from potential beneficiaries and formal evidence of the Center's intent to coordinate with other developmental organizations will receive more points than those not evidencing such support and formal intent.

11. Future support. Applications that demonstrate their vision for funding center operations for future years, including diversification of funding sources and building in-house technical assistance capacity, will receive more points for this criterion.

12. Non-Agricultural Rural Cooperative Development. Applicants that propose to use more than 50 percent of grant and matching funds to work with rural residents and businesses who are not engaged in production agriculture to develop cooperative businesses will receive 5 points. All other applicants will receive zero points. The types of cooperative development that meet this criterion include, but are not limited to, broadband cooperatives, housing cooperatives, healthcare cooperatives, shared-services cooperatives, daycare cooperatives, and any other type of cooperative that is not producing or marketing agricultural products.

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Conflict of Interest Disclosure

If the applicant plans to conduct business with any family members, company owners, or other identities of interest using grant or matching funds, the nature of the business to be conducted and the nature of the relationship between the applicant and the identity of interest must be disclosed. Examples include in-kind matching funds donated by the applicant's immediate family and contracting with someone who has a financial interest in the venture for services paid by grant or matching funds.

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Certification of Judgment or Debt Owed to the United States.

Applicants must certify that the United States has not obtained a judgment against them. No grant funds shall be used to pay a judgment owed to the United States. Applicants should include a statement for this section that reads as follows: “[INSERT NAME OF APPLICANT] certifies that the United States has not obtained a judgment against it.” Example language is included below.

ABC Rural Cooperative Development Center certifies that the United States has not obtained a judgment against it.

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Verification of Matching Funds.

All proposed matching funds must be specifically documented in the application. Matching funds may be cash or in-kind contributions.

If matching funds are to be provided **by the applicant in cash**, there must be a statement that cash will be available, the amount of the cash, and the source of the cash.

If the matching funds are to be provided **by a third party in cash**, the application must include a signed letter from that third party verifying how much cash will be donated and when it will be donated. Verification for funds donated outside the proposed time period of the grant will not be accepted.

If the matching funds are to be provided **by a third party in-kind donation**, the application must include a signed letter from the third party verifying the goods or services to be donated, when the goods and services will be donated, and the value of the goods or services in accordance with 7 CFR section 3019.23(c). Verification for in-kind contributions donated outside the proposed time period of the grant will not be accepted. Verification for in-kind contributions that are over-valued will not be accepted.

If matching funds are in cash, they must be spent on goods and services that are eligible expenditures for this grant program. If matching funds are in-kind contributions, the donated goods or services must be considered eligible expenditures for this grant program as well as be used for eligible purposes. The matching funds must be spent or donated during the grant period and the funds must be expended at a rate equal to or greater than the rate grant funds are expended. Some examples of unacceptable matching funds are donations of fixed equipment and buildings, and the preparation of your RCDG application package.

If acceptable verification for all proposed matching funds is missing from the application, the application will be determined to be incomplete and will not be considered for funding.

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Certification of Matching Funds.

Applicants must certify that matching funds will be available at the same time grant funds are anticipated to be spent and that matching funds will be spent in advance of grant funding, such that for every dollar of grant funds advanced, not less than the required amount of matching funds will have been expended prior to submitting the request for reimbursement. Please note that this certification is a separate requirement from the Verification of Matching Funds requirement. Applicants should include a statement for this section that reads as follows:

“[INSERT NAME OF APPLICANT] certifies that matching funds will be available at the same time grant funds are anticipated to be spent and that matching funds will be spent in advance of grant funding, such that for every dollar of grant funds advanced, not less than 25 cents (5 cents for 1994 Institutions) of matching funds will have been expended prior to submitting the request for reimbursement.” A separate signature is not required. Example language is included below.

ABC Rural Development Center certifies that matching funds will be available at the same time grant funds are anticipated to be spent and that matching funds will be spent in advance of grant funding, such that for every dollar of grant funds advanced, not less than the required amount of matching funds will have been expended prior to submitting the request for reimbursement.